



Control Number: 50595



Item Number: 2

Addendum StartPage: 0



Public Utility Commission of Texas

Employee Training Report

Required by 16 Texas Admin. Code § 25.97(d)

RECEIVED
2020 MAR 18 AM 9:33
PUBLIC UTILITY COMMISSION
FILING CLERK

PROJECT NO. 50595

AFFECTED ENTITY: Bowie-Cass Electric Cooperative, Inc.

General Information

Pursuant to 16 Texas Admin. Code § 25.97(d)(2), not later than the 30th day after the date an affected entity finalizes a material change to a document or training program, the affected entity must submit an updated report. The first report must be submitted not later than May 1, 2020.

Instructions

Answer all questions, fill-in all blanks, and have the report notarized in the Affidavit.

Affidavit

A representative of the affected entity must swear to and affirm the truthfulness, correctness, and completeness of the information provided by attaching a signed and notarized copy of the Affidavit provided with this form.

Filing Instructions

Submit four copies (an original and three copies) of the completed form and signed and notarized Affidavit to:

Central Records Filing Clerk
Public Utility Commission of Texas
1701 N. Congress Avenue
P.O. Box 13326
Austin, Texas 78711-3326
Telephone: (512) 936-7180

2

1. Provide a summary description of hazard recognition training documents you provide your employees related to overhead transmission and distribution facilities.

Bowie-Cass Electric Cooperative, Inc. (BCE) has a three-tracked training program for employees, generally broken into: line employees, office employees with "field" duties and office (only) employees. Line employees generally perform maintenance and construction duties in the field. Office employees with "field" duties perform a portion of their work in the office and a portion in the field. Office (only) employees do not have any assigned work tasks outside of the office.

Office (only) employees are provided a modest amount of training regarding overhead transmission and distribution facilities. All office employees receive hazard training on subjects such as: don't go near or touch a downed power line; call 911 if a downed power line might cause a life threatening situation; and basic vertical NESC electrical clearances as contained on standard BCE drawings.

Office employees with field duties are provided basic electrical hazard training as listed above together with more advanced hazard recognition training. These employees consist of: staking technicians, field employee supervisors; and right-of-way maintenance coordinators.

Staking technicians receive training on distribution line design that is aimed at eliminating electrical hazards during the initial design of facilities. The training for design of NESC compliant facilities includes vertical clearance design, adjacent facilities/trees/structures management, minimum horizontal clearances, strength of poles, materials and equipment, and electrical structure appropriateness. These initial designs, in the form of staking sheets, are reviewed by an engineer or experienced line designer prior to issuing for construction to ensure that hazards are eliminated.

Field employee supervisors typically receive the same hazard training as their field employees and the training is supplemented with annual hazard training on subjects of safety, appropriate work practices and human resources related training to recognize instances or issues that might lead to unsafe work practices. Supervisors also receive training in NESC compliance for vertical and horizontal clearances requirements to limit electrical hazards to employees and the general public.

Right-of-way maintenance coordinators coordinate the work of contract right-of-way clearing crews, but aren't on site with any crew on an ongoing basis. BCE coordinators have extensive line clearing experience and have been trained to recognize hazards relating to that job duty and to hazards relating to minimum NESC vertical and horizontal clearances for electric facilities to limit electrical hazards to employees and the general public.

Line employees perform maintenance and construction duties in the field and must complete required classes and training in addition to learning from more experienced personnel -- all of this aimed at managing hazards while performing electric line work. Line workers begin with training for basic issues such as safe commercial vehicle operation, rubber (insulated electrical) glove care and use, minimum approach distances, whether a pole is sound and acceptable to climb, climbing a pole and what position to be in on the pole to perform basic functions. Mid-level training includes bucket truck operation, line work from a bucket under the direct supervision of an experience employee in the same bucket, advanced minimum approach distances, and standard transformer connections and applications. Higher level training includes work from a bucket alone in the bucket, capacitor and regulator operation and maintenance, and standard banked transformer connections and applications. During each of these training regimens, hazards are identified and discussed to minimize hazard impacts upon the line worker(s) and the general public. Line employees also receive training in NESC compliance for vertical and horizontal clearances requirements for electric facilities to limit electrical hazards to employees and the general public.

Hazard awareness training is provided by cooperative staff through weekly safety meetings, and cooperative staff, TEC and TEEX trainers through monthly safety meetings.

2. Provide a summary description of training programs you provide your employees related to the National Electrical Safety Code for construction of electric transmission and distribution lines.

Bowie-Cass Electric Cooperative, Inc. (BCE) has two basic NESC training programs for employees: electric design employees and all others.

Electric design employees are engineers and staking technicians that receive training on distribution line design that is aimed at eliminating hazards through the initial design of facilities. BCE utilizes standardized materials, equipment and specifications compiled and issued by the USDA Rural Utilities Service, formerly the Rural Electrification Administration (REA). Standardization of specifications allows a design to be mathematically and operationally proven and then used on a continuing basis. Typically, NESC compliance of materials is ensured by calculating "normal" construction design parameters and reusing that same, standardized design for future project needs. Additional training for design of NESC compliant facilities includes vertical clearance design, adjacent facilities/trees/structures management, minimum horizontal clearances, and appropriate use of pole class, materials and equipment, and electrical structure designs. These initial designs, in the form of staking sheets, are reviewed by an engineer or experienced line designer prior to issuing for construction to ensure that electrical hazards are eliminated.

"All others" employees are generally trained to ensure compliance to NESC vertical and horizontal electrical clearances. Office employees are trained concerning basic vertical clearances and easement widths as contained on all BCE "Meter Pole Specifications". Employees who work in the "field"; lineworkers, supervisors and right-of-way coordinators are trained to recognize instances of electrical hazards for minimum vertical clearance, adjacent facilities/trees/structures encroachment, minimum horizontal clearances, and conflicts with neighboring electric and tele-com utilities per NESC specifications. Construction crews regularly measure and record the height of road and driveway crossings on the completed project staking sheets for office review of compliance with NESC minimum requirements.

NESC design and construction compliance training is provided by cooperative staff, TEC and TEEX trainers as a part of monthly safety meetings. NESC design and construction compliance training is also provided through occasional off-site classes attended by staking technicians, engineers, supervisors and line personnel.

Affected Entity: Bowie-Cass Electric Cooperative, Inc.

PROJECT NO. 50595

AFFIDAVIT

I swear or affirm that I have personal knowledge of the facts stated in this report or am relying on people with personal knowledge, that I am competent to testify to them, and that I have the authority to submit this report on behalf of the affected entity. I further swear or affirm that all statements made in this report are true, correct, and complete.

Tod Corbin

Signature

Tod Corbin, P.E.

Printed Name

Manager of Engineering and Operations

Job Title

Bowie-Cass Electric Cooperative, Inc.

Name of Affected Entity

Sworn and subscribed before me this 11 day of March, 2020.
Month Year

Kathrine Fry

Notary Public in and For the State of Texas

My commission expires on 9-28-2020

